



The Lords prayer

Our Father who art in Heaven
 Hallowed be thy Name
 Thy Kingdom come
 Thy will be done
 On Earth as it is in Heaven
 Give us this day our daily bread
 And lead us not into temptation
 But deliver us from evil
 Amen

The Articles of the Creed

I believe in God the Father Almighty
 Maker of Heaven and Earth
 Father of our Lord Jesus Christ
 Jesus Christ who was born of the Virgin Mary
 Crucified for us
 Who rose again from the dead
 And is seated at the right hand of the Father
 We expect the resurrection of the dead
 And the life of the world to come
 Amen

The ten Commandments

1. Thou shalt love the Lord thy God with all thy heart
 With all thy mind
 With all thy strength
 With all thy power
 2. Thou shalt love thy neighbour as thyself
 3. Thou shalt not have strange gods
 4. Thou shalt not take the Name of the Lord thy God in vain
 5. Remember the Sabbath day to keep it holy
 6. Thou shalt honour thy Father and thy Mother
 7. Thou shalt not kill
 8. Thou shalt not commit adultery
 9. Thou shalt not steal
 10. Thou shalt not bear false witness
 11. Thou shalt not desire thy neighbour's wife
 12. Thou shalt not desire thy neighbour's goods



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A TVTOR

T O

Tachygraphy,

O R,

Short-vvriting,

Wherein the Rules of the said
Art, are severally explained by way
of Questions and Answers, to
the weakest capacities that desire
to learne the Art.

Whereunto are added,

Diverse new Rules and Directions
never published till now, for the fur-
ther perfecting of such as have al-
ready Learned.

BY THOMAS SHELTON,
Author and teacher of the said Art.

Printed at London for Samuel Cartwright,
and are to be sold at the hand and
Bible in Duck-lane. 1642.

7230



To the Reader.

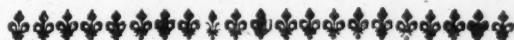
HAVING had experience above these twenty yeares of the benefit which many hundreds have reaped by this Art of *Short-writing*, it hath been part of my study to contract it into as short, and withal as easie a method as might be: yet becaule some, not fully understanding the Rules in my booke of *Tachygraphy*, or *Short-writing* (though there be little difficulty in them) have beene discouraged in their proceeding therein, I have

A 2 thought

To the Reader.

thought it necessary in this present Treatise, by way of Questions and Answers, to propound and resolve whatsoever I can imagine may be made scruple of concerning the Art. I do not know what can be further added to make it more plain or short: but if there be any that shall yet make any doubt concerning any of the Rules, if they please to repaire to me, I shall be ready to give them the best satisfaction I can.

Thomas Shelton.



CHAP. I.

Concerning the Rules of Abbreviation.

I Have heard many commend the Art of Short-writing, and I would willingly learne it if I knew what benefit I might reape by it; I pray what is the use and benefit of it?

Quest. I.

The benefit is much, divers wayes, in regard of the secrecy, brevity, celerity, and perpetuity of it.

Ans.

1. Sometimes a man may have occasion to write that which he would not have every one acquainted with, which being set downe in these Characters, he may have them for his owne private use onely. And I have taught divers, who have learned it for that very end. And divers Merchants and Factors, who have in forraigne parts used Bibles and Testaments, written in this hand, where they durst not make use of those that are Printed.

2. For brevity, it is of no small use: for by this Art, as much may be written in one page, as can be written in

six, in another ordinary hand.

3. For the celerity of it, the rules being learned perfectly; one may write as fast as any man ordinarily speaketh as there be many hundreds which I have taught that can from their owne experience testifie.

4. Many things of good use are, and have been by this Art preserved, which otherwise had beene lost, as may appear by the workes of divers worthy men by this Art taken, and published, which else had perished with the breath that uttered them.

Quest. 2.

But will not the writing of this hand be a hinderance to the writing of other ordinary hands, as Romane, or Secretary, &c. I have beene told it will?

Ans. w.

There are none that have had the experience of it will say so. I my selfe have taught as good Pen-men as most are in the Kingdome, that never found this inconvenience; nay I have heard divers speake it, that it hath beene a furtherance to the command of their hand in other writing. And I would faine know why the writing of short-hand should hinder the writing of Roman or Secretary any more then the

the speaking of Latin, or Greek, should hinder the speaking of English.

But in your Booke of Tachygraphy you give severall rules for the leaving out of letters, and whole syllables in many words, will not it be a meanes to make one spell false English? Quest. 3.

The principall use of this Art being to write with speed, those letters that are superfluous and are not sounded may well be left out, and therefore in Chap. 1. I have given some rules for that end: yet those that can spell true English, may notwithstanding make use of it in the writing of any other hand. Besides there are many words in our common English, that have some letters in them that are altogether superfluous, and rather hinder then helpe to sound them, and therefore may very well be spared. Answer.

CHAP. II.

Of the Letters of the Alphabet.

VV *Hat is the first rule that I must learne for the attaining the Art of Short-writing.* Quest. 4.

You must learne the letters of the Answer.

Alphabet perfectly, that you be able to write any of them without looking on your Copy, as you shall find them set downe in Chap. 2.

Quest. 5. How shall I know that I make the Characters for the letters the right way?

Answ.

First, each of them are to be made without taking off your Penne, except onely *x y*, which two, being not often used, have their ordinary Characters.

Secondly, those which may conveniently, must be so framed as that you may end them toward your right hand, as *A, E f g b I k l m n o p q r v w z*.

Thirdly, *B* and *S* being just downe-right, you cannot mistake in the making of them.

Fourthly, there are onely 3. that are made with bringing the hand backward, and those are, *C D* and *T*, which notwithstanding are readier for the joyning of any other letter then if they were made otherwise.

CHAP. III.

Concerning the double Consonants.

Quest. 6.

VV

When I have learned the Letters perfectly, what is the next rule I must proceed to?

The

Tachygraphy.

5

The double Consonants which you shall find in Chap. 3.

Ans.

The double Consonants seeme to me harder to learne then the single letters; what direction doe you give for the learning of them?

Quest. 7

The former letters being perfectly learned, there is no difficulty at all in these: for they are the very same letters you had in the former Copy: only there you have them single, and here joyned together, as you may easily perceive by looking on them, and by the directions there given. Therefore you need not bestow a new paines to learne them as the former: for twice or thrice writing them over is sufficient.

Ans.

Which is the readiest way for the making of them?

Quest. 8.

You shall find a direction for that in the Chapter of double Consonants: you must still joyn the second consonant to that place where you end the first, and so the third to the second if there be so many, as you shall find there by some examples.

Answer.

But there are some of the double consonants which have no resemblance to the letters of the Alphabet; must not those be learned perfectly?

Quest. 9.

They

Ans^r.

They must, and they are only foure, namely, *Ch sh th wh*, which you shall find altogether at the end of the Copy which have peculiar marks without relation to the letters.

First, because they cannot be conveniently expressed by their proper characters in so short a roome.

Secondly, being very frequently used, I thought good to fit them with characters that might soone be dispatched.

CHAP. I V.

Concerning the Vowels places.

Quest. 10

I *Am satisfied concerning the letters, and double Consonants; how shall I understand the next rule, concerning the vowels places.*

Answer.

The directions for knowing each vowels place set downe in Chapter 4. are sufficient for the meanest capacity to understand. The place of each vowell must perfectly be remembred; that as soone as you thinke of that vowell you may know where the place of it is. As for example, if the vowell be *A*, the place of it is just over the head of
any

any letter. E, even with the upper part of the letter toward the right hand. I, just against the middest of the letter. O, even with the lower part of it. U, just under the letter about which it is to be placed.

But I have seen in some Bookes of Short-writing, some of the vowels placed behind, and some before, were it not better to place them so, then to set them all upon one side?

No, those that have so placed the vowels have found it no small hindrance to their speed in writing, and to the reading of what hath beene so written. And it is easie for any to understand, that when the vowels are so placed, as that still the hand is moving forward, it must needs be a helpe to celerity.

Quest. 11

Ans.

CHAP. V.

Concerning the use of the Vowels.

YOU have given sufficient direction concerning the placing of the vowels: but in the 5. Chapter, concerning the use of the vowels and their places, though there be some directions and examples, yet I doe not well understand it, therefore I desire some further

Quest. 12

further helpe, and some other examples.

Ans^w.

First, observe that the Characters for the vowels are never written, but either when a vowell doth beginne a word: or else when two vowels, which must of necessity both be sounded, come together in the middle, or latter end of a word.

Quest. 13

When a vowell doth begin a word, if the next letter following be a consonant, how must I write it?

Ans^w.

You must joyne that consonant or consonants to the vowell, as you shall find there in these examples,

are arke

eke us

in ebb

ore odd

As also in these which follow,

All ʌ ill ʌ

am ʌ or ʌ

end ɔ err ɔ

and such like.

Quest. 14

When two vowels come together in the beginning of a word, must the characters of them both be written?

Answer.

No, write downe the Character of the former vowell, and then observe where

where the place of the latter Vowel is, and there set the consonant, or consonants following, as you may perceive by these examples.

<i>Aid</i>	<i>eare</i>
<i>eate</i>	<i>oare</i>
<i>aimē</i>	<i>out</i>
<i>aire</i>	<i>ease</i>

And by these which I here adde.

<i>Aile</i>	<i>Λ u</i>
<i>eele</i>	<i>g u</i>
<i>oate</i>	<i>c</i>
<i>oake</i>	<i>c</i>

If a word begin with a Consonant, if the next letter be a vowel, must I write the Character of that Vowel?

Quest. 15

No, but in the place of the Vowel, set the consonant that followeth that vowel, as you may see by these instances,

Answer.

<i>ball</i>	<i>bad</i>	<i>nat</i>
<i>bell</i>	<i>bed</i>	<i>net</i>
<i>bill</i>	<i>bid</i>	<i>nit</i>
<i>boll</i>	<i>bod</i>	<i>not</i>
<i>bul</i>	<i>bud</i>	<i>nnt</i>

To

To which may be added,

man	7
when	0-
sin	P-
done	2-
gun	4

And the like.

Quest. 16

Suppose two Consonants or more come together, before there come a vowel, must the character of both be written?

Ans^r.

If there come two or three consonants or more together, they must all be joyned together, whether it be in the beginning, in the middle, or end of a word, as you shall see plainly by the directions, and examples for that purpose in Chap. 5. to which these or the like may be added,

brand	7
friend	13
skill	h u
sport	8 r
blunt	6

Quest. 17

Must I never take off the pen then till there

there follow a vowell next?

No, alway when you come at a Vow-
ell, take off the Pen, but till then never.

Ans.

*What if a word end with a vowel, how is
that vowel to be understood?*

Quest. 18

By making a tittle in the place of
that vowel, as you have in these ex-
amples,

Ans.

<i>me</i>	<i>crie</i>
<i>die</i>	<i>goe</i>
<i>say</i>	<i>due</i>
<i>we</i>	

As also in these,

<i>Stay</i>	<i>ſ</i>
<i>be</i>	<i>l</i>
<i>thy</i>	<i>o</i>
<i>who</i>	<i>o</i>
<i>sue</i>	<i>ſ</i>

And such like.

*If a word end with y, must the Chara-
cter of y, be written?*

Quest. 19

No, y in the end of a word is foun-
ded sometimes like unto a, and then a
tittle in the place of a, is enough, as in
these words,

Ans.

<i>hysay</i>	<i>flay</i>
<i>they</i>	<i>bray</i>

Or

Or else more usually like *J*, and then set the tittle in the place of *I*, as in these examples,

my *why*
by

And in these.

cry *ŷ*
buy *ī*
fly *ŭ*

CHAP. VI.
Of Diphthongs.

Quest. 20

THe places of the single Vowels I think I understand sufficiently: but sometimes there come 2. or 3. vowels together, and I have seene some bookes of Characters, wherein diverse places for Diphthongs are assigned, is it not necessary to have some places for them besides the single Vowels?

Ans.

I have seene indeed in some bookes that have beene set forth, such places observed, which I am so farre from judging necessary, that I know them to be very inconvenient, and have bin one reason that neither the Scholars, nor the Authors themselves could either well write, or afterwards read ma-

ny

ny words that they had written, as themselves (convinced by sufficient reasons) have confessed. And besides many other inconveniences, this is one, that it is impossible about a small Character (especially such as are flat, & even with the line) to observe exactly 12. or 14. places, as faine they would if they could; therefore I assigne no more places then those for the single vowels, which are easie to be distinguished about the least character.

How then shall I doe when more vowels then one come together in a word?

Quest. 21

First, if two vowels come together in the beginning of a word, observe that rule given in Chap. 5.

Answer.

Secondly, when two Vowels come together in the middle of a word, often one of them is but lightly sounded, and then that vowel may be wholly left out, as in these instances following.

deare	people
heart	guide
neither	

B

To

To which may be added,

reape	v ^o
haire	y
wooll	l ^u
guilt	y ^u

Quest. 22

But sometimes two Vowels come together, and both must of necessity be pronounced, or else the word cannot be sounded, what must I then doe?

Answ.

You must either write the Character of the latter Vowell in the place of the former, as in these examples,

Lion	Sion
past	Chaos
quiet	

To which I may adde,

foile	p ^l
coine	r ^l
foile	7 ^l
sound	p ^u

Or else make a pricke or period in the place of the former vowell, and then in the roome of the latter vowel, write

write the consonant or termination,
or whatever the letter be that follow,
as you have in these examples.

<i>Riot</i>	<i>Giant</i>
<i>Joel</i>	<i>Duell</i>
<i>Dial</i>	

As also you may see by these.

<i>fuell</i>	7 ^u
<i>reall</i>	r ^u
<i>doeg</i>	2.
<i>doing</i>	2.4

CHAP. VII.

Concerning J, and V, consonants.

I Find in Chapter 7. that you say that J, and V, are sometimes used as consonants, and sometimes as vowels, and there are some directions how to know them, but I doe not yet wel understand how to distinguish them can you give any further direction to make it somewhat plainer? Quest. 23

I, is alway a vowell in any word, wherein it hath its own proper sound, as in these,

Ans.

<i>fire</i>	lr
<i>night</i>	-/
<i>will</i>	lv
<i>kind</i>	~7

And it is a consonant when another
vowell followeth it in the same syllable
as in these,

<i>James</i>	lv
<i>Job</i>	L,
<i>Twice</i>	L
<i>Jacob</i>	p L

Besides, when it is a consonant, the
sound of it is different from the other,
for it is alway sounded like unto G, ei-
ther in the beginning of a word, as in
the examples above, or in the middle
of a word, as in these,

<i>prejudicate</i>	<i>injury</i>
<i>injustice</i>	<i>enjoy</i>

Quest. 24

How shall I distinguish V vowell, from
V consonant?

When V, is a vowel it hath alway its
own proper sound, as in these words,

<i>sure</i>	<i>cure</i>
<i>true</i>	<i>such</i>

And

And it is a consonant when it cometh before another Vowel in the same syllable, and is pronounced by joyning the upper teeth with the lower lip, and is sounded like *f*, but somewhat softer, whether it be in the beginning of a word, as in

<i>variety</i>	<i>vocation</i>
<i>veniall</i>	<i>vulture</i>
<i>vigour</i>	

Or in the end of a word.

<i>Grave</i>	<i>strive</i>
<i>atchieve</i>	<i>grove</i>

Are *f* and *V* differerently to be used when they are vowels, and when they are consonants?

Quest. 25

When they be sounded as Vowels, the characters of them must be omitted, and the places assigned to them observed, as of the rest of the Vowels, but when they be consonants, the very characters of them must be written as the rest of the consonants, whether it be in the beginning, the middle, or end of words.

Ansiv.

There is one thing concerning the placing of the Vowels, that doth somewhat trouble me, that is, when there are two syllables or more in a word, if the first vowel be *A*, and

Quest. 26

the next *v*, or the first be *v*, and the next *a*, the one being just over, and the other just under, how must I place the consonant after the second Vowell?

Answer.

There are not many words wherein it so falleth out, but when such words doe come, if the first Vowell be *a*, incline a little toward the place of *e*, with the next consonant, if it be *u*, incline a little towards the place of *o*, and then you may have room to place the next about that consonant, as in these,

Baruck *ḅ*

Plutarch *ṽ*

CHAP. VIII.

Of the markes for beginnings and endings of long words.

Quest. 27 **I** Make no question but observing these rules I shall be able to write any ordinary word, especially those that are shorter, but how shall I do to expresse longer words that are frequently used in Sermons, and other speeches?

Answer.

There is no word whatsoever in any lan-

language, but it may be written by the former rules, yet as a farther helpe to exactnesse in this Art, I have added other rules which serve onely to abbreviate the former.

What is the next rule then to be learned concerning this Art?

The prepositions and terminations for long words, which you shall finde in Chap. 8. which you must endeavour to learne perfectly, as you did the letters of the Alphabet.

Have they any dependance upon any of the former rules?

They have little or no dependance on the former, yet it is no hard matter in a short time, to learne them, and the benefit by the frequent use of them, wil countervaille the paines in the learning of them, there being many thousands of words wherein this Copy is of use.

Having learned these perfectly, how shall I make use of them in the writing of long words?

In the using of them you must observe the same rules, as before in writing words of one or two syllables: and in writing of any word by any of

Quest. 28

Ans.

Quest. 29

Ans.

Quest. 30

Ans.

the rules, be sure to remember these two things.

First, never remove the Pen from the Paper, untill you come at a vowell.

Secondly, whensoever you come at a vowell take off the Pen, and in the place of that vowell set downe what followeth it.

Quest. 3¹

Ans^r.

What particular directions and instances doe you give for the use of these marks?

You shall find directions, and examples sufficient in that Chapter.

First, if a consonant follow a preposition, it is to be joyned to it, as in these examples.

condemne	fortune
prefer	rebell
submit	containz

As also in these.

abstaine	h
accerem	f
admit	d
consume	e
suppose	p

Or the like

If a vowell follow next after the marke,

marke, the letters after must be dis-
joyned, as in these examples,

<i>courage</i>	<i>potent</i>
<i>support</i>	<i>lament</i>

As also in these,

<i>accuse</i>	
<i>abuse</i>	h
<i>addict</i>	d r
<i>connex</i>	a x
<i>commend</i>	q p
<i>liberall</i>	l

Or the like

If two of the markes make a whole
word, and no vowell come betweene,
joyne them both together as in these
examples,

<i>reference,</i>	<i>perceive</i>
<i>subject</i>	<i>circumference</i>
<i>former</i>	

Or in these.

<i>consent</i>	o
<i>conserve</i>	e
<i>action</i>	s
<i>absent</i>	h
<i>preserve</i>	de

If

If there be a marke to end the word, and none to begin it, you must begin it with the letters, as in these examples of

nature *never*
brother *olyable*
nation *difference*

never - ʌ *motion* ↘
father - ʌ *vocation* ↘
mother - ʌ *inference* ↘

If there be a marke to begin a word, and none to end it, you must end it with the letters, as in

permit *suffer*
 As also in these.

submit ↘ *contemne* ↘
suffice ↘ *fuller* ↘
command ↘ *forbeare* ↘

Quest. 32

Which is the readiest way for the making of these prepositions and terminations for long words?

Ans. 32

You must begin each of them so as that you take not off the Pen in making of it, unlesse it be those that cannot be made otherwise, which are very few.

Second-

Secondly, begin them so as you may end them towards the right hand, (as indeed the most of them may) and so you shall be the readyer for the joyning of the next letter or marke, if it be to be joyned.

Thirdly, if that which immediately follows your preposition, be a consonant, or termination, and so be to be joyned, you must joyn it where you last made an end of the preposition.

How shall I place the vowels about these marks in long words?

Quest. 33

Answer.

The vowels are to be placed about them, as they are about the single letters, and double consonants. Only remember if the marke to begin a word be such as goeth on toward the right hand, if another letter be to be joyned to it, then the vowell following must be placed about that last letter, and not about the marke before it, as you shall find therein.

contemne

disdaine

As also you may see in these.

consume

impaire

rebell

If

Quest. 34




If a word begin with a consonant or preposition, and a termination immediately follow, which hath a vowell to begin it, must I observe that vowels place, or joyne the termination to the preposition?

Answer.

It must be joyned: for the vowell being in the preposition, you need not make use of the place of that Vowell, as in these expressed.

durable bring
nation

As also in

stable 
relation 
duration 

Quest. 35




But suppose there come two vowels together, and the termination begin with one of them?

Answer.

Then the termination must be set in that vowels place, as in the examples of

doing pliable pious

To which you may adde,

saying 
gracious 
denyall 

And the like.

Quest. 36

I find that the Character for S, is something

thing troublesome to be joyned to some of the letters, as after t, d, f, g, &c. how shall I expresse that?

When it so falleth out, make a pricke or period behind the whole word, as you shall see in the instances of sayings, servants, conserves, Pirates.

Answer.

CHAP. X.

Of characters that resemble one another.

BUt me thinks it should breed some confusion, to have one Character stand for two severall things, as sometimes I find they doe. As for example, the same Character is put for ing, and grace, another both for un, and thus, another both for per, and appeare, how shall I distinguish them?

Quest. 37

They may be differenced thus, when any one mark standeth for two things in the one it is a part of a word, and is alwaies joyned with some other mark or letters, in the other it is a whole word, and so alone by it selfe: which is no hinderance, but a great helpe to the speedy learning of them, for by remembering the one, the other is easily called to minde.

Answer.

Chap.

CHAP. XI.

Whether marks for beginnings may be used for endings, and endings for beginnings.

Quest. 38

May I make use of the marks for endings, to begin words, if they will serve for that purpose?

Ans^r.

Yes, without any inconvenience, as you may see in these examples of *mercy, sentence, durable*, where the marks for terminations are used as prepositions.

To which you may adde,

century ©

v.

duration

o

merchant

ez

And so likewise marks for beginnings may serve for endings, as in these examples,

Joab

L T

diall

2. 5

taper

7 8

William

2 C

Where the prepositions are used for terminations.

Quest. 40

But there are some of the prepositions and terminations which likewise are whole words by themselves, may the marks of them be saved?

Yes,

Yes, *An, as, at, come, fall, for,* and other of the prepositions, as also, *Able, ment, sent, serve, sion,* and others that are terminations, may be used alone for whole words.

Ans.

CHAP. XII.

Examples of words written with the prepositions, and terminations.

I Hope by these directions I shall be able to write any word by the rules; therefore, of what use are those examples in Chap. 12?

Quest. 41

They are principally for the helpe of those that have no other helpe to learne by then the booke, where you shall find commonly two words with each preposition, and each termination, the one of them with a consonant following the preposition, which is therefore joyned, the latter with a vowell following the preposition, which is therefore dis-joyned.

Ans.

But are all these examples perfectly to be learned as the rest of the rules?

Quest. 40

No, not any of them, they are only a patterne of direction for the learner to write other the like words by.

Ans.

Is it needfull that I learne the marks for the bookes in the Bible, which I find in Chap. 12?

Quest. 41

There

There is no great necessity; because any of them may be written very short by the former rules: but if any will learne them, the paines is but little, because all of them are framed out of the very letters of the Alphabet, or other significant letters; and so are very little charge to memory.

CHAP. XIII.

Of writing three or foure words in one.

Quest. 42

THere is a rule in Chap. 13. of your Book, for the writing of three or foure words together, as if they were one word, is it requisite that I write words in that manner?

Ans.

It may be of use to those that have some while practised the Art: but him that is a learner needs not to trouble himselfe with it. And those that are experienced, will soone understand it by the directions there given.

Quest. 43

I have seen in some Books of Short-writing, many marks for whole sentences, which I thinke should be a great helpe to speed in writing, when one may set downe one marke that shall stand for 8. 10. or 12. words, doe you not think it needfull to make use of such?

I account it a needlesse thing to have many, or indeed any marks for whole sentences. *Ans.*

First, because by the rules of this Art, any speech or Sermon treatably spoken, may be written *verbatim*, without the use of such markes, as there be many hundreds that have been taught by me, can from experience testify.

Secondly, if a word or two be varied in the sentence by the speaker, either the marke is uselesse, or else the speaker is wronged if it be used, because the reader renders it not in his own words but according as he hath learned it. Yet to give satisfaction to some who have desired it, you shall find a few short sentences, or rather parts of sentences which are usually delivered in those very words, as they are set down in Chap. 13.

CHAP. XIV.

Of the Table.

But if every word be to be written onely by the rules, there are many words that will be long and troublesome in writing; how shall I doe with them? *Quest. 44*

There is no word that is either very *Answer.*

C

long

long or troublesome, to be written by the former directions, yet notwithstanding that there may be nothing wanting to further speed, I have collected a Table of words in the end of the Book, which are most frequent in use.

Quest. 45

But I find most of the words in the Table to be short words, were it not more requisite to have markes for longer, and harder?

Answ.

I confesse, some who have published Bookes of this subject have so done, but I judge it a thing unprofitable, for First, there is no long word but may be written by the former rules.

Secondly, those long, and strange words come not so often, and so marks for them may be forgotten ere there be occasion to use them. Whereas these in the Table are of frequent use in every sentence.

Thirdly, as such words are longer in writing, so are they also in pronouncing.

Lastly, in most of such long words, some part may be omitted, and yet no hinderance to the reading of it, as you may see in Chap. 1.

Quest. 46

Is it necessary having these former rules
per-

perfectly, to learne the Table also?

There is no absolute necessity, because as I said, any word in any Language may be written by the former directions: but these words being frequent in use, and somewhat shorter then the letters, being most of them made without removing the pen from Paper, the learning of them will be beneficiall.

Ans.

Is it not an over-charge to memory to learne so many words perfectly as are in the Table?

Quest. 47

It is no great charge to memory: For if you marke them, the greatest part of them are framed out of the Letters of the Alphabet, or some other significant letters, and therefore easily attained And I know there are some formes of Short-writing that have above ten times so many, without any relation to other rules. Besides, those that have weake memories, may learne all, or some, or none of them, and yet by the other rules be able to write any thing, though not altogether so short.

Ans.

I find in the Table many words that are set forward in a small Character, that have

Quest. 48

no marks belonging to them, of what use are they?

Ans.

They are set downe to bring the rest of the words into sense, as much as may be (keeping the Alphabeticall way) that so they may with more ease be remembred; and the most of them also have their marks in their proper places.

Quest. 49

The pointing of what is written being a great helpe to the right reading of it, how shall I doe for that, seeing some of the Characters for words are like those that are used in pointing?

Answer.

There is no great use of pointing to those that are any thing perfect in this Art: yet there may be some used, as the ordinary period may be used at the end of a full sentence, so it be either set apart by it selfe the space of a word being left before, and after, or else set it somewhat lower then the line, that it may be knowne from the character for *I*. The Interrogative point may be used in his ordinary forme, and likewise parenthesis; as you find it expresse in the Booke. Likewise those that desire to write the Bible or New Testament, for distinction
of

of Verfes, fhall finde a note of direction there given.

I am now fatisfyed concerning all the rules contayned in your Booke of Tachygraphy, have you any thing befides concerning this Art, which you have not yet published?

Quest. 50

Answer.

There are fome words which I fhall now adde, but they are fuch as require no great paines to learne, the moft of them being made out of the letters, double Confonants, Prepositions, and Terminations, which as yet have not beene ufed for whole words.

pure

pure	σ	else	φ
in	9	philistims	φ
urge	v	triumph	φ
breed	h	change	φ
drinke	2	meanes	φ
practise	σ	monster	φ
aske	h	early	φ
snares	e	firme	φ
strength	g	sharpe	φ
trust	.	worse	φ
lift	7	thirst	φ
pollute	φ	such	φ

abbro-

abrogate	-	prince	p
circumcision	c	further	w
may	e	goe	u
death	d	according	↑
impure	≡	above	o
deliberate	8	health	o
resurrection	κ	sermon	er
tempt	↑q	discover	2
transgresse	2	compasse	λ
uttermost	d	sake	K
		no	2
		damnation	D
		doth	o
		doore	π
		both	o
		curse	ρ

way

way	S	mifery	M
favour	β	heavineffe	H
sure	ℓ	Ferufalem	F
act	2	fountaine	F
honour	8	Babilon	B
statute	ff	sanctification	S
ceremony	⊖	fearefull	f
perceiue	<	grievous	g
formality	~	first	i
hardneffe	3	kind	k
whatsoever	1	examine	e
vertue	in	yefterday	y
temptation	T	finpithize	z
sorrow	ℓ	victory.	v
evident	E		
everlafting	E		

FINIS.

M
H
B
F

Gregory B. Knott

M

M